

1. DEFINE AND DOCUMENT SOFTWARE DEVELOPMENT PROCESS.**A. Prepare a MDL Software Development Approach document**

- show a common software development approach for MDL with individual software development process tailored to each project (AWIPS, NDFD, LAMP, etc).

Status: Completed

Action: None

B. Prepare a Software Development Process for all MDL projects

Status: Software Development Process defined for the following projects:

- MOS, AWIPS, LAMP, NDFD, Forecast Evaluation.

Draft Software Development Process defined for:

- Coastal Marine

Action required: Review their Software Development Process document.

- AWIPS - under review (**Peroutka, Smith**)
- NDFD - under review (**Ruth**)
- Coastal Marine (**Shaffer**)

C. Review the current set of MDL Standards, Guidelines and Procedures.

Status: Determine review process. Get development staff input.

Action: Review areas

- Test Process Guidelines (**QAAC - 5/27**)
- Code Walkthrough Guidelines (**QAAC - 6/10**) Completed with comments
- Requirements Doc and Checklists (**QAAC - 6/24**)
- Design Doc and Checklist (**QAAC - 7/8**)
- FORTRAN Standards (**Dallavalle- 7/22**)
- C++ Standards (**WWA staff - 7/6**)
- TCL/TK Guidelines (**Filiaggi- 5/19**)

2. EDUCATE DEVELOPERS ABOUT THE PROCESS AND EXPECTATIONS

A. Conducting training sessions to introduce the software development process to developers.

Status: Ed Mandel has a tentative training schedule

- MOS TBD
- AWIPS TBD
- LAMP TBD
- Forecast Evaluation TBD
- NDFD TBD
- Coastal Marine TBD

3. IMPLEMENT TRAINING PROGRAMS FOR DEVELOPERS TO RAISE THE LEVEL OF EXPERTISE.

A. Developer training

Status Every Wed between 12-1pm, members of the QAAC and developers will conduct training sessions on the following topics

- web page usage completed
- IBM arch/space details completed
- emacs tutorial 7/7 - Completed
- PVCS Usage TBD
- vi tutorial completed
- debugging code and scripts TBD
- Makefiles TBD
- development environment
- PHP completed 5/27
- AWIPS arch. TBD
- Cygwin training completed 3/4
- SSH TBD
- Security TBD
- Software Resilency TBD
- Application Security Design TBD

Action: Redo, update and distribute schedule (**Lieu, Trainers**)
Submit to Mandel for approval (**Lieu**)

B. Establish an MDL Software Development List Server Frequently Asked Questions (FAQ) page.

Status: The process will be the each QAAC will be assigned to gather listserver messages each week. The schedule is below.

Mandel	
Moeller	4
Oberfield	5
Sfanos	6
Lieu	7/8
Dagostaro	8/12
Ghirardelli	NEXT

Each meeting the assigned QAAC member will prepare Tips of FAQs based on the list server traffic. That list will be provided to QAAC for review at the QAAC meeting. The final list will be provided to Holly Mack for incorporation into the main Tips and FAQ page.

Actions Review existing Tips page (**Moeller, Oberfield**)

4. COMMON SOFTWARE DEVELOPMENT PROCESSES

Status: The QA group will kickoff a Tiger team to review and recommend one Software Development process for MOS, Verification and LAMP development. The team will be formed and a meeting planned for June.

Action: Set up a kickoff meeting (**Mandel**)

5. ESTABLISH A WEB PAGE FOR MDL QUALITY ASSURANCE ADVISORY COMMITTEE

Status: Site is operations.

Action: Update web page based on QAAC comments (**Mack**)
Announce web page to development staff (**Mandel**)

6. IMPROVE COMMUNICATION BETWEEN DEVELOPERS AND SYSTEM ADMINISTRATORS

The QA team is concerned about the lines of communication between the System Administrators and developers.

Status: The QA team has prepared a System Administrator Communication Guideline policy for the system administration staff to follow. These guidelines will be brief to the System Administration Staff

Action: Present to System Administration staff (**Mandel**)